

TASK INDEX

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HAF ACF(M)7107

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D. This Section Not Used - Reserved for Future Use

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- 3. ★OLVIMS (On-Line Vehicle Interactive Management System)
- 4. ★Reimbursable Billings (Other Than BOF/Stock Fund/Revolving Fund)
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- 7. ★Base Accounts Receivable System (BARS), Class B Phones, Trailer Space Rental and Associated Miscellaneous Billings
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2. Processing FMS Manual Delivery Reporting Transactions
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4. Financial Adjustments on Report of Discrepancy (RODS)
5. FMS F-5 Pre and Post Sale (PAPS) Funds
6. Case Managers Requests for Correction of Deliveries on
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8. ULO Verification of Accelerated Case Closure (ACC)

Chapter 6. Reports and Analysis Division

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1. Identify Potential Anti-Deficiency Act Violations
2. Coordinate with DoD Auditors, GAO Auditors, Inspector General Visits, Air Force Audit Agency, and DFAS-DE Visits
3. Analyze/Interpret Installation Accounting Reports
4. Initiate and Coordinate Analysis of Systems Operations
5. Directorate (One-Time) Requirements Focal Point
6. Serve as Directorate Training Program Monitor
7. Perform Database Validations of Data Elements in the General Accounting and Finance System (GAFS)
8. By-Others Analysis
9. Overall Accounting and Report Analysis
10. Perform Data Base Validations of Data Elements in CPAS

B. Funds Control and Financial Reports Branch (ARF)

1. Create Addresses and Validate Internal Records (Daily)
2. Validate Coding of New Fiscal Year (FY) Skeleton Records and Prior Year RC/CC Conversion Listings
3. Process QC/QF/QP/Table C/Table D Transactions
4. Coordinate, Audit, and Reconcile Annual Conversion, and Output Products
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6. Funds Control
7. Monitor and Control Use of Override Codes (Daily)
8. Reconcile Budget Targets to Source Documents
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12. RCS: ACCT RPT(M)1506 - Foreign Currency Fluctuation Report (As Required)
13. RCS: ACCT RPT(RS)3732 - Report of Obligations Incurred Under Authority of Section 3732 (As Required)
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15. RCS: CSFA-216 - Status of Allotment Reporting, Army Funds (Monthly)
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17. RCS: HAF-ACF(AR)7801 (Supp) - Recovery of Prior-Year Obligations (Monthly)
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24. RCS: HAF-ACF((AR) 7801 Supp - Annual Schedule of Independent Unliquidated Obligation Reviews (Annual)
25. RCS: HAF-DPM(Q)7503 - Appropriated Fund Support to Non-Appropriated Activities (Quarterly)
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27. RCS: HAF-ACF(Q)7163 - Request for Transportation Audit Data (Quarterly)
28. RCS: DD-COMP(AR)1536 - Report of Panama-Related Costs (As Required)
29. RCS: HAF-ACF(Q)8801 - Management Expense and State Data for Air Force Forest Management Program (Annual)
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33. RCS: HAF-ACF(SA)7105 - General Funds General Ledger (Other than Stock & Industrial Fund)(Quarterly)
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- 35. Year-End Focal Point for the Accounting Directorate
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- 3. RCS: HAF-ACF(W)8702 - Cyclic Report of Voucherless Travel For- and By-Others (Weekly)
- 4. Receive Cycle Report of By-Others From DFAS-DE
- 5. Receive, Verify, and Report Incoming Interfund Transactions (Daily)
- 6. Daily Merged Accountability and Fund Reporting (MAFR) Reconciliation (Daily)
- 7. RCS: HAF-ACF(M)7113 - Monthly Package Reports of Disbursements and Collection Transactions (Monthly)
- 8. RCS: DD-COMP(W)1445 - DBOF Flash Cash Report (Weekly)
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Chapter 7. FINANCE: Vendor Pay and Travel Division

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5. Miscellaneous Intergovernmental Branch Processing
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9. Recording of Obligations Paid By-Others
10. Commercial Contracts Paid By-Others Cycle Processing
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12. Suspend Payments for Contracts Citing Appropriation in
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10. ★ Military/Civilian Training, DD Form 1556, Processing
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12. ★Purchase Order-Invoice-Voucher (SF 44) Processing
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14. ★Fiscal Year End Close-out Procedures
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5. Travel Orders - Procedures Used to Obligate Orders
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9. Voucher Processing - Procedures Used to Validate, Compute, and Prepare for Disbursement Travel Entitlements for Official Travel

and Determine Propriety of Travel Claims for Submission to
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10. Collections - Process Collections for Travel Indebtedness
11. ★Merged Accountability and Fund Reporting (MAFR) - Processing Voucher Totals in the General Accounting and Finance System (BQ) and Automated Travel/Record Accounting System (ATRAS) to Balance with Disbursing Division
12. Daily Audit Procedures - Procedures Used to Validate all the General Accounting and Finance System (BQ) Transactions Processed During the Business Day
13. Follow Up Procedures - Procedures Used to Track and Validate Commitments, Indebtedness, and Open Orders/Advances
14. Fiscal Year (FY) End Close Out - Guidelines for the OPLOC - FSO to Ensure Fund Controls are Firmly Established During FY Close-Out
15. By-Others Transactions Received from Payments Processed by Another Station Using Your DSSN
16. Transportation Documents - Procedures Used to Obligate Transportation Source Document
17. Commercial Travel Office/Scheduled Airline Ticket Office (SATO) Billings - Procedures Used to Process Commercial Airline Tickets Used for Official Travel
18. Miscellaneous Automated Travel Record Accounting System Products (ATRAS) - Computer Products Created after End-of-Day Processing from ATRAS Input
19. ★Defense Joint Military Pay System (DJMS) Miscellaneous Deductions Listing - Payroll Collections Generated by DD Form 139
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22. Miscellaneous W-2 Program - Procedures for Reporting Income and Taxes Withheld Associated with Travel Payments
23. Monthly Outstanding Orders/Advances Retrieval - Retrieval to Report the Number and Age of Outstanding Orders and Advances
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25. ★Post Payment Random Review of Travel Settlement Claims.
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 - ★Attachment 1 - Open Item Validation
 - ★Attachment 2 - Integrated Accounts Payable System Bulletin 91, Electronic Funds Transfer - Corporate Trade Exchange (CTX) Transactions
 - ★Attachment 3 - Implementation of Mandatory EFT Portion of the Debt Collection Improvement Act (DCIA) of 1996

Chapter 8. Finance: Disbursing Division

1. Change Business Date
2. ★Process Daily Collections
3. Perform Accommodation Sales (As Required)
4. ★Emergency Cash/Check Payment Procedures
5. Process Centralized Returned and Undeliverable Checks
6. Automated EFT Processing
7. Processing Payments Via the OPLOC
8. ★Process Daily U.S. Treasury/LDA Checks
9. Preparation of Treasury Checks for Cash

10. Balance Cashier Accountability
 11. Balance Overall Daily Accountability
 12. Process Returned and Undeliverable Checks (Manual),
Bonds and Mailed Remittances - DD Form 2658
 13. Check Issue Verification Procedures
 14. IPC/MAFR Reconciliation Program
 15. Deposit Reporting
 16. ★Imprest/Change Fund and Agent Procedures
 17. ★Daily Voucher Controls
 18. Dishonored Checks
 19. ★Check Issue Reporting
 20. ★Reports (Monthly)
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 22. Miscellaneous Check Responsibilities
 23. Foreign Currency Operations
 24. Process Deposit Out-of-Balances with the U. S. Treasury
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 27. ★Process On-Line Payment and Collection (OPAC) Transactions
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Chapter 9. Civilian Pay - Defense Civilian Pay System (DCPS) Accounting Information

1. Ensure that the Accruals From the Final AFSCAPS Payroll are Reversed in the BQ System Prior to Processing the First DCPS Payroll
2. Create/Update the Civilian Pay Accounting Interface System (CPAIS/E4) Communications File E4T4CUNDK10
3. Check for Biweekly Pay Information Files (PIFs)
4. Interface Biweekly Costs with BQ
5. Create the Biweekly Personnel Cost Report from the PIF 2 Data
6. Perform Monthly Manpower and Funding Year-to-Date Functions
7. Process Required Semiannual Reports
8. Perform End-of-Fiscal-Year and As Required Functions
9. Miscellaneous Customer Service Representative (CSR) Tasks
10. Provide Customer Service as Currently Described in the CSR Customer Service Guide and Customer Service Representative Users Manual, DCPS-UM-02A
11. Ensure Timely Input and Processing of Time and Attendance Forms

Chapter 10. Military Pay

A. Defense Joint Military Pay System - Active Component (DJMS-AC).

1. Validate Pay and Allowance Entitlements
2. Establish Pay Account

3. Maintain Master Pay Account
4. Disbursement and Collection Processing
5. Calculate Pay
6. Initiate Pay Adjusting Documents
7. Process Pay Adjusting Documents
8. Distribution of Leave and Earning Statements (LES) and Net Pay Advice (NPA)
9. Pay and Allowance Entitlement Recertifications/Verifications
10. Preparation and Distribution of W-2s
11. Electronic Input to Pay System from Outside Sources
(i.e. AFMPC, Army and Air Force Exchange Service)
12. Special Action/Management Case Files
13. Prepare Management/Statistical Reports
14. Reconcile Pay/Personnel Mismatch
15. Compute Final Pay and Allowances
16. Process In-Service Debts
17. Merged Accountability and Fund Reporting (MAFR)
18. Dependency Determination Processing

B. Defense Joint Military Pay System - Reserve Component (DJMS-RC)

1. Validate Pay and Allowance Entitlements
2. Establish Pay Account
3. Maintain Master Pay Account
4. Disbursement and Collection Processing

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5. Calculate Pay
6. Initiate Pay Adjusting Documents
7. Process Pay Adjusting Documents
8. Distribution of Leave and Earning Statements (LES)
9. Pay and Allowance Entitlement Recertifications/Verifications
10. Preparation and Distribution of W-2s
11. Electronic Input to Pay System from Outside Sources
12. Special Action/Management Case Files
13. Prepare Management/Statistical Reports
14. Reconcile Pay/Personnel Mismatch
15. Process In-Service Debts
16. Dependency Determination Processing

Chapter 11. Annuity Pay Service

1. Provide Daily Customer Service to Annuitants
2. Process Transactions
3. PCH: UH039-1213, Documents Transmittal Listing (Daily)
4. Systems Security

Chapter 12. Retired Pay

1. Provide Daily Customer Service to Retirees
2. Process Transactions

3. Take Error Disposition Action on RCPS, NOD, 1099-R and Allotment Transactions Where Applicable
4. Perform Document Disposition as Detailed in the Retired Pay Field Office User's Guide Document Disposition Instruction

Chapter 13. ★Performance Assessment Office - Detailed Task Instructions

1. ★Audit Liaison
2. ★Investigations
3. ★Review of OPLOC Operations
4. ★Performance Management Indicators (PMI)
5. ★High Level Inquiries
6. ★Customer Service Surveys
7. ★Customer Service Visits
8. ★Operation Mongoose
9. ★Special Project Studies
10. ★Voucher Reviews
11. ★Audit Retrieval Tracking System (ARTS)
12. ★Process Improvements, Standardization, and Training
13. ★Workcount Analysis
14. ★Other Duties as Assigned

Chapter 15. ANG Operating Procedures

A. Systems Administration (Chapter 4)

1. System Focal Point

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2. Local Area Network, Electronic Mail, Focal Point
3. Telecommunications Focal Point
4. Open and Close Inquiries
5. Computer and Products Schedule
6. Perform Table Maintenance
7. Security Administration
8. Defense Megacenter (DMC) Liaison
9. Technical Training
10. Small Computer Technical Support
11. Interface Control
12. File Transfer
13. On-Line Print Monitor
14. Personal Computer Troubleshooters
15. Gather Information Resource Plans Data
16. Support Development of Information Technology Budget
and Budget Estimates
17. Ensure Implementation of Information Resource Management Policies
from Defense Finance and Accounting Service Headquarters and
Defense Finance and Accounting Service-Denver Center
18. Track Performance of Service Providers
19. Coordinate Facility/Technology Requirements
20. Provide Risk Analysis and Security Assessment

21. Provide Systems Management
22. Maintain Data Table and Perform Master Record Changes
23. Validate/Establish/Manage Systems Access Authority (Systems Security)
24. Develop "Ad Hoc" Computer Queries for Customer Requests
25. Provide Systems Training to Users
26. Analyze Systems Effectiveness; Resolve/Reconcile/Report Problems, as Required
27. Delete Parameter Records

B. Accounting: Operations Division (Chapter 5)

Business Funds Branch

1. Indicative Data Loads/Target Loads
2. Audit SBSS Daily Products
3. Audit SBSS Monthly/Quarterly Products
4. Audit Medical Products
5. Materiel Expense Interface (SBSS/MMAS)
6. Supply/BQ Reconciliation
7. AVFUELS Processing (M28)
8. Reclaimed Fuel
9. Sale of Bulk Fuel to Army/Air Force Exchange Service (AAFES). Overseas Only
10. Review Open Document Listing (Business Operations Fund)

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11. Fuels Sales Analysis Report M27
12. Trial Balance (DWCF)
13. M28 Aviation Fuels Billings
14. Process Cash Sales
15. Process/Record Refunds Receivable From Vendors
16. Update Foreign Currency
17. PFMR Fund Availability
18. FIABS Daily Audit Requirements
19. FIABS Monthly Audit Processes
20. Audit FIABS as Required Products
21. FIABS/BQ Interface of Expense, SALES, and GFGL Updates (E, S, and Z Records)

Receivables Branch

1. Disbursement Transaction Posting
2. BEAMS/WIMS Refund/Reimbursement Billings
3. OLVIMS (On-Line Vehicle Interactive Management Systems)
4. Reimbursable Billings (Other Than BOF/Stock Fund/Revolving Fund)
5. Cash/Check /By-Others Collections
6. Military Family Housing Charges
7. Base Accounts Receivable System (BARS), Class B Phones, Trailer Space Rental and Associated Miscellaneous Billings

8. Charges for Damaged/Lost Property (Report of Survey)
9. Record Temporary Collectibles (Suspense Accounts)
10. Charges of Base-Level Support Services for Medical Civilian Pay
11. Acceleration Charges for Civilian Labor
12. Debt Collections
13. RCS: HAF-ACF(M)7184(DT) - Selected Balances for Accrual Reporting
14. RCS: HAF-ACF(Q)8108(DT) - Report on Receivables Due From the Public
15. RCS: HAF-ACF(A)7194 - Reconciliation of Accounts Receivable
16. Dishonored Checks
17. ANG Collection by Payment Offset
18. Refund of State Taxes
19. Tuition Refunds for Military Members
20. Validate Open Document Listing (ODL)
21. Reimbursable Billings, Business Operating Fund (BOF) - SBSS
22. Reimbursable Billings, Business Operating Fund (BOF) - SMAS
23. M28, Aviation Fuel Billings
24. FIABS Reimbursable Billings, Business Operations Funds (BOF) and Investment Items - SMBA and GFGL
25. Reimbursable Billings for DMAG-AF
26. Aged Accounts Receivable Schedule, DMAG-AF
27. Transfer of Delinquent Accounts Receivable, DMAG-AF

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Foreign Military Sales (FMS).

1. Processing Interfaces from SAMIS
2. Processing FMS Manual Delivery Reporting Transactions
3. Preparation of Journal Voucher for General Funds
General Ledger
4. Financial Adjustments on Report of Discrepancy (RODS)
5. FMS F-5 Pre and Post Sale (PAPS) Funds
6. Case Managers Requests for Correction of Deliveries on
Active Cases
7. Reconciliation on FMS Cases Prior to Case Closure
8. ULO Verification of Accelerated Case Closure (ACC)

C. Accounting: Reports and Analysis Division (Chapter 6)

Analysis Branch (ARA)

1. Identify Potential Anti-Deficiency Act Violations
2. Coordinate with DoD Auditors, GAO Auditors, Inspector General
Visits, Air Force Audit Agency, and DFAS-DE Visits
3. Analyze/Interpret Installation Accounting Reports
4. Initiate and Coordinate Analysis of Systems Operations
5. Directorate (One-Time) Requirements Focal Point
6. Serve as Directorate Training Program Monitor
7. Perform Database Validations of Data Elements in the General
Accounting and Finance System (GAFS)
8. By-Others Analysis

9. Overall Accounting and Report Analysis
10. Perform Data Base Validations of Data Elements in CPAS

Funds Control and Financial Reports (ARF)

1. Create Addresses and Validate Internal Records (Daily)
2. Validate Coding of New Fiscal Year (FY) Skeleton Records and Prior Year RC/CC Conversion Listings
3. Process QC/QF/QP/Table C/Table D Transactions
4. Coordinate, Audit, and Reconcile Annual Conversion, and Output Products
5. BCE Integrated Transaction List
6. Funds Control
7. Monitor and Control Use of Override Codes (Daily)
8. Reconcile Budget Targets to Source Documents
9. Medical Expense Data Extract
10. Reconcile Negative Unliquidated Obligations (NULO)
11. RCS: ACCT RPT(M)1445 - Flash Report of Obligation Status (Monthly)
12. RCS: ACCT RPT(M)1506 - Foreign Currency Fluctuation Report (As Required)
13. RCS: ACCT RPT(RS)3732 - Report of Obligations Incurred Under Authority of Section 3732 (As Required)
14. RCS: HAF-ACF(M)7184(DT) - Selected Balances for Accrual Reporting (Monthly)
15. RCS: CSFA-216 - Status of Allotment Reporting, Army Funds (Monthly)

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16. RCS: HAF-ACF(AR)7801 - Status of Funds Database Transmission (Monthly)
17. RCS: HAF-ACF(AR)7801 (Supp) - Recovery of Prior-Year Obligations (Monthly)
18. RCS: HAF-ACF(AR)7801 (Supp) - Recovery of Prior-Year Obligations-DoD Wide Appropriations
19. RCS: HAF-ACF(AR)7801 (Supp) - Military Personnel Appropriation Reimbursement Data (Monthly)
20. RCS: HAF-ACF(M)7801 Supp - Negative Unliquidated Obligations (Monthly)
21. RCS: HAF-ACF(AR)7801 Supp - Analysis of Unobligated Reimbursable Authority (Annual)
22. RCS: HAF-ACF(AR)7801 Supp - Schedule of UFOs Moved Forward to Next FY (Annual)
23. RCS: HAF-ACF(AR)7801 Supp - Certification of the Air Force Cadet Fund (Annual)
24. RCS: HAF-ACF((AR) 7801 Supp - Annual Schedule of Independent Unliquidated Obligation Reviews (Annual)
25. RCS: HAF-DPM(Q)7503 - Appropriated Fund Support to Non-Appropriated Activities (Quarterly)
26. RCS: HAF-ACF(Q)8108 - Report of Accounts and Loans Receivables Due from the Public (Quarterly)
27. RCS: HAF-ACF(Q)7163 - Request for Transportation Audit Data (Quarterly)
28. RCS: DD-COMP(AR)1536 - Report of Panama-Related Costs (As Required)
29. RCS: HAF-ACF(Q)8801 - Management Expense and State Data for Air Force Forest Management Program (Annual)

- 30. RCS: HAF-CVA(Q)7113 - Report of Contingency Expenditures (Quarterly)
- 31. RCS: DD-COMP(SA)1466 - Report of Expenditures in Support of Secret Service (Semiannual)
- 32. Monitor and Age Locally Maintained Deposit Funds
- 33. RCS: HAF-ACF(SA)7105 - General Funds General Ledger (Other than Stock & Industrial Fund)(Quarterly)
- 34. RCS: IRCN 1032-OPM-MO - Monthly Report of Federal Civilian Employees
- 35. Year-End Focal Point for the Accounting Directorate
- 36. Monitor Interface Processing
- 37. Bi-Weekly Personnel Cost Report (M10)

Accounting Reports - MAFR Branch (ARM)

- 1. For-Others Voucher Processing
- 2. RCS: HAF-ACF(W)7112 - Cycle Report of Voucher For- and By-Others (Weekly)
- 3. RCS: HAF-ACF(W)8702 - Cyclic Report of Voucherless Travel For- and By-Others (Weekly)
- 4. Receive Cycle Report of By-Others From DFAS-DE
- 5. Receive, Verify, and Report Incoming Interfund Transactions (Daily)
- 6. Daily MAFR Reconciliation (Daily)
- 7. RCS: HAF-ACF(M)7113 - Monthly Package Reports of Disbursements and Collection Transactions (Monthly)
- 8. RCS: DD-COMP(W)1445 - DWCF Flash Cash Report (Weekly)

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9. MAFR Reconciliations and Suspenses
10. RCS: DD-COMP(Q)743 - International Balance of Payments (Quarterly)
11. Monitor and Control Use of Bypass Codes (Daily)

D. Finance: Vendor Pay and Travel Division (Chapter 7)

Intergovernmental

1. Defense Printing Service (DPS)
2. Defense Commercial Communications Office (DECCO) Billings
3. MIPR/Project Orders Processing
4. Hazardous Waste Disposal Program
5. Miscellaneous Intergovernmental Branch Processing
6. Interfund Processing
7. Funding Geographically Separated Units (GSU) (Outgoing MIPR, AF Form 616, AF Form 1269)
8. DMBA-AF Customer Orders Processing
9. Recording of Obligations By-Others
10. Commercial Contracts Paid By-Others Cycle Processing Procedures
11. By-Others Contract Reconciliation
12. Suspend Payments for Contracts Citing Appropriation in the "Red"
13. Reconcile Negative Unliquidated Obligations (NULO)

14. Request Current Year Funds For Closed Appropriations

Customer Service

1. Voucher Certification
2. Voided Voucher Processing
3. Provide Customer Service
4. XPSR Assignments
5. Commitment Processing
6. Fund Cite Authorizations (AF Form 616)
7. Process MIPR (DD Form 448)
8. MIPR DD Form 448 Recording in CPAS
9. Project Orders
10. Base Activity Certification of Invoices
11. Perform Document Control
12. Invoice Request Follow-up Letters
13. Receive IAPS Computer Products
14. Vendor Debt Files
15. Perform End-of-Day Processing
16. Manual Voucher Print Processing

Accounts Payable

1. Process Invoices into IAPS
2. Prepare Advance Payments

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3. Process Receiving Report
4. Detailed Voucher Assembly
5. IMPAC Government Credit Card Payments
6. Voiding Vouchers
7. Non-automated Manual Payments
8. Miscellaneous Automated Payments
9. Commercial AF Forms 15 and 315 Processing
10. Receive IAPS Computer Products

Obligation Administration

1. Hard Copy Obligation Document Sort
2. Base Contracting Automated System (BCAS) Interface Procedure
3. Medical Logistics (MEDLOG) Interface Procedures
4. Blanket Purchase Agreement (BPA)
5. Miscellaneous Obligation Reimbursement Document (MORD)
6. Processing Legal Claim Obligation Documents
7. Clothing Request/Receipt (AF Form 656/659) Processing
8. Supplemental Health Care (AF Form 676) Processing
9. Tuition Assistance (AF Form 1227)
10. Military/Civilian Training, DD Form 1556, Processing
11. Notice of Award Letter

12. Purchase Order-Invoice-Voucher (SF 44) Processing
13. Changes/Adjustments to Contracting Instruments
14. Fiscal Year End Close-out Procedures
15. Process AF Form 9 and DD Form 1348-1 For Investment Equipment (Fund Codes 17, 29, and 54)

Reconciliation and Reports

1. Determine Interest Penalty Payments
2. IAPS/BQ Reconciliation
3. Local Purchase Payment Processing In Supply Systems
4. IAPS to SBSS, M-37 Validation
5. IAPS to MEDLOG (NTQNAO)
6. IAPS to FIABS, Receipt Validation (A-D035J-102-M)-L39)
7. Interactive Communications Interface (ICI) Processing
8. MAFR Transaction Reconciliation
9. Branch Focal Point for IAPS/BQ Error Corrections
10. Compile Prompt Payment Act (PPA) Report
11. Post-Post Processing
12. Suspense/Deposit Account Validations
13. Prepare the TD Forms 1099 and W-2
14. Quarterly Open Document Listing (ODL) Certification
15. BCE Integrated Transaction List
16. Distribution of End-of-Day Products

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17. Optional IAPS Products for Recon and Reports
18. Maintain IAPS Base Variable Files
19. FIABS to Supply (Stock Control & Distribution, i.e., D035A, D035K, D034A, D151) Systems Reconciliation
20. Prevalidation of Obligations

Travel Accounting

1. Permanent Change of Station (PCS) Arrivals - Procedures Used to In-Process Military Members and Civilian Associates
2. PCS Departures - Procedures Used to Out-Process Military Members and Civilian Associates
3. Control Logs - Establish Procedures for the Use and Maintenance of all Control Logs
4. Verify Fund Availability - Determine Unit Fund Availability Prior to Reserving Government Funds
5. Travel Requests/Orders - Procedures Used at ANG for Processing Travel Requests/Orders Including Fund Availability Procedures Used at the OPLOC to Obligate Orders (Request for Official Government Travel, DD Form 1610)
6. AF Form 616 (Authority to Cite Funds) - Procedures Used to Control Funding Authority Provided to Other Organizations
7. Fund Control Numbers (FCN) - Message/Letter Sent to Other Agencies Used as Authority to Cite Funds
8. Miscellaneous Obligation Reimbursement Document (MORD), AF Form 406
9. Voucher Processing - Procedures Used to Validate, Compute, and Prepare for Disbursement Travel Entitlements for Official Travel and Determine Propriety of Travel Claims for Submission to Appropriate Level (Doubtful Claims)

10. Collections - Process Collections for Travel Indebtedness
11. Merged Accountability and Fund Reporting (MAFR) - Processing Voucher Totals in the General Accounting and Finance System (BQ) and Automated Travel/Record Accounting System (ATRAS) to Balance with Disbursing Division
12. Daily Audit Procedures - Procedures Used to Validate all the General Accounting and Finance System (BQ) Transactions Processed During the Business Day
13. Follow Up Procedures - Procedures Used to Track and Validate Commitments, Indebtedness, and Open Advances
14. Fiscal Year (FY) End Close Out - Guidelines for the OPLOC - ANG to Ensure Fund Controls are Firmly Established During FY Close-Out
15. By-Others Transactions Received from Payments Processed by Another Station Using Your DSSN
16. Transportation Documents - Procedures Used to Obligate Transportation Source Document
17. Commercial Travel Office/Scheduled Airline Ticket Office (SATO) Billings - Procedures Used to Process Commercial Airline Tickets Used for Official Travel
18. Miscellaneous Automated Travel Record Accounting System Products (ATRAS) - Computer Products Created after End-of-Day Processing from ATRAS Input
19. JUMPS Miscellaneous Deductions Listing - Payroll Collections Generated by DD Form 139
20. Replacement Check Procedures - Procedures to Issue a Replacement for a Check That has Been Lost or Stolen
21. Government Charge Card Program - Department of Defense (DoD) Program to Utilize Government Charge Card for

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Expenses Associated with Official Travel

22. Miscellaneous W-2 Program - Procedures for Reporting Income and Taxes Withheld Associated with Travel Payments
23. Withholding Tax Allowance/Relocation Income Tax Allowance (WTA/RITA) - Payment to Substantially Reimburse Authorized Employees for Additional Taxes Incurred as a Result of Relocation
24. Monthly Outstanding Orders/Advances Retrieval - Retrieval to Report the Number and Age of Outstanding Orders and Advances
25. Systems - Computer Programs Used Within the Travel Accounting Branch

E. Finance: Disbursing Division (Chapter 8)

1. Change Business Date (only after all FSO/Reserve DD Forms 2657, Daily Statement of Accountability, are balance and received).
2. Process Daily Collections
3. Perform Accommodation Sales (As Required)
4. Process Emergency Payments and Daily Collections
5. Process Centralized Returned and Undeliverable Checks
6. Automated EFT Processing
7. Processing Payments Via the OPLOC
8. Process Daily U.S. Treasury/LDA Checks
9. Preparation of Treasury Checks for Cash
10. Balance Cashier Accountability
11. Balance Overall Daily Accountability

12. Process Returned and Undeliverable Checks (Manual), Bonds, and Mailed Remittances - DD Form 2658

13. Check Issue Verification Procedures

14. IPC/MAFR Reconciliation Program

15. Deposit Reporting

16. Change Fund Procedures (Local Area) (Manual)

17. Voucher Controls and Disposition (Manual)

18. Dishonored Checks

19. Check Reports (Semi-monthly)

20. Reports (Monthly)

21. Other Cash Procedures (As Required) (Manual)

22. Miscellaneous Check Responsibilities (Treasure and Limited Depositary Account)

23. Foreign Currency Operations (Limited Depositary Account)

24. Process Deposit Out-of-Balances With the U.S. Treasury

25. End-of-Fiscal Year Procedures

26. Procurement of U.S. Treasury Check Stock

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